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ORIGINAL CL BY 06/790
 DECLASS ON 2010
EXT BY ND 6 YRS BY SADE
REASON 3 d(3)

OTR POLICY

BOOK

In the interest of maintaining sound principles of management and efficient operations the following policies are established for the guidance of the Office of Training.

The revision, deletion or addition of policy statements will be made, as it becomes appropriate, by the Director of Training. *when appropriate*

Mathew Baird
Director of Training

JOB NO. 14 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO S C RET. JUST 22
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I N D E X
O T R P O L I C Y B O O K

SECTION I : P E R S O N N E L P O L I C I E S

- ✓ 1. Selection of personnel for the Office of Training
- ✓ 2. Assessment of personnel assigned to the Office of Training
- ✓ 3. Career development of Office of Training personnel - *(AIR plan - 20-7) March 1971*
- ✓ 4. Reassignment of personnel within and from the Office of Training
- ✓ 5. Rotation of personnel *(AIR plan - 20-7) March 1971*
- 6. Temporary duty assignments of personnel of the Office of Training
- 7. Promotion of personnel of the Office of Training
- ✓ 8. Exit interviews of personnel prior to resignation *#7 R want to interview all ETD as a resig. will*
- 9. Utilization of personnel (military and civilian)

SECTION II : A D M I N I S T R A T I V E P O L I C I E S

- 1. Control of Overtime
- 2. Submission of Reports to the Director of Training
- 3. Maintenance of Current and Vital Records
- 4. Interagency and intra- agency Correspondence
- 5. Travel and Per-deim of students and assigned personnel
- 6. Violation of Security Regulations - *Officer - all will go off security*
- 7. Utilization of Annual Leave and Compensatory Time
- 8. Maintenance and control of student records and student papers
- 9. Delegation of authority

SECTION III : T R A I N I N G P O L I C I E S

- 1. Course development
- 2. Course Revision

3. Cancellation of Courses
4. Course Scheduling
5. Development and Validation of Training Doctrine
6. Training Publications
7. Issuance and release of training materials
8. Development, production or procurement of training films
9. Enrollment of students in internal programs
10. Enrollment of students in non-Agency conducted training
11. Student testing and evaluation *(Req. 7)*
12. Dismissal of students
13. [REDACTED]
14. Training of covert personnel

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15. [REDACTED]
16. [REDACTED]
17. Liaison on training matters with the Clandestine Services ✓
18. Liaison on training matters with private institutions
19. Liaison on Ttraining matters with other Departments or Agencies of the United States Government.
20. Inter-change of instructional personnel among other Departments or Agencies of the Government.